

FINCOM  
Meeting Minutes – September 18, 2013

Members Present: Alice, Laura, Steve, Don, Bob, Alan

Not Present: Rudy, Heidi

Others: Lorraine, Tim

Location: Town Hall Meeting Room

Alice opened the meeting at 7:05PM

Minutes from 9/4 were reviewed and approved 5-0

Public Commentary from the Bromfield School Council who read a letter going to print this week praising the efforts of all involved in the HCTV project.

Cable Committee Update was provided by John Burns, Mitch Norcross and Bill Johnson:

- The project is on track to have their CO inspection on Monday
- Punch List items from Gabe are being worked in advance of inspection
- Bill shared a few budget documents:
  - Summary of Interior Work
  - Summary of Exterior work
  - Project spending review

Completion deficit = \$33,941.91 with the AC work included, \$30K without the AC plus a contingency fund.

There was discussion about drafting an article for the AC work as an unexpected expense in time for the Special Town Meeting in October. The amount would include the approximately \$7000 for the AC plus the \$20K to replenish the HCTV operating budget funds allocated to cover project expenses.

There was a motion to rescind the June/July encumbrance which passed 5-0.  
New reserve fund transfer encumbrance request Vote for the \$30K deficit passed 5-0.

Marie Sobalvarro briefed the committee on the Town Hall Building project:

- Subcontractor bids received and opened – came in 30% higher than expected at \$561K.
- GC bids opened on 9/18 at 2:00
- Anticipate a significant funding shortfall which will likely require a town meeting article for excluded debt financing.

Marie invited the FINCOM to a meeting with the BOS and Capital on Tuesday 9/24 at 8:00 to discuss a funding strategy.

FINCOM suggested that the BOS investigate private fundraising and possible trust fund sources to lessen the amount asked for in the expected article request.

Alice led a discussion on the formation of the FINCOM OPEB working group. Alice, Steve and Alan will form the group.

Alice distributed the latest iteration of the FINCOM Calendar.  
Lorraine distributed the first Draft on the FY15 Budget RECAP

Alice led the discussion around the Cover Letter edits. The letter is to be distributed with the budget materials. The date to send the materials was brought in to October 3<sup>rd</sup>. It was agreed that we would ask for level funded expenses, personnel step, column moves and any known contractual increases. We will also ask for one single priority add and will require all budgets to be returned by 11/4.

Tim had no Town Administrator report as much of the discussion already took place around the Town Hall Building project.

Steve gave a School Committee liaison report notifying the committee that the School Committee has moved forward with hiring Linda Dwight as the new Superintendent of Schools starting in July.

The committee reviewed liaison assignments and reassigned those previously handled by George.

In other business, Keith Cheveralls alerted the committee to two recent developments:

- GRL Architects report on The Bromfield House – Project estimate \$686,572.
- GRL Architects report on Bromfield Science Labs – Project estimate \$3,474,300.

The reports were emailed to all FINCOM Members by Alice.  
There is a school committee meeting next week to formulate a response/position on the report findings.

Next meeting: Tuesday 9/24 at 8:00 with the BOS and Capital

The meeting adjourned at 10:03 pm.

Respectfully submitted,  
Don Ludwig